



MECHANICAL PERMIT APPLICATION

Effective January 1, 2026, this document is no longer a requirement for the application; instead, it serves as a guide to the information needed to complete the Permit Application in [Citizen Connect](#).

Site Address:		Parcel No.	
Project Name:		Type of Fuel:	
Owner of Property:		Phone:	
Address:			
Contractor:		Phone:	
Address:			
Email:			
Building Use:	SFR	Multifamily	Commercial
Class of Work:	New	Addition	Tenant Improvement
Description of Work			
For fee information, please refer to the current Building and Mechanical Plumbing Fee Schedule			

Applications are received by the Building Official under the provisions of Lake Stevens Municipal Code and shall expire by limitation and become null and void if permit is not obtained within 180 days of this application.

All applications must be submitted electronically by following the steps listed below:

- First-time users must create an online account at the [Citizen Connect](#), log in and apply for any permit.
- Log in and follow the prompts to fill in the required information on the application.
- Submit your application. This sends the application to City staff for a completeness and accuracy review, which is typically completed within 3 business days* (*Depending on workload and staffing conditions).
- Watch for a return email letting you know that your application has been accepted and invoiced for payment. You can use a MasterCard or Visa to process and provide payment.
- **Once approved and issued, you MUST print a copy of your approved permit packet (which can be found in the "Attachments" section when viewing your permit online), including stamped plans to have onsite and available for inspections.**